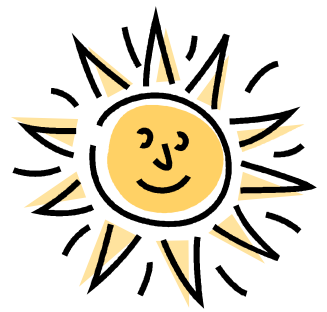




# Cool Kids Summer Day Camp 2007

## Parent Information Packet



**Thank you** for choosing the City of Morgan Hill **Cool Kids Summer Day Camp 2007** for your child's summer vacation activity. Our program is designed to provide a friendly, caring environment in which children are encouraged to develop social, creative, physical and interpersonal skills through a variety of structured and unstructured activities. Please read through this information carefully and keep it for your reference. Additionally, **please complete and return all the colored forms, located at the end of this packet. Please submit all these forms the Friday prior to the camp's start date.** The forms are: (1) Emergency/Medical Release & Allergy Information Form, (2) Drop-off / Pickup Authority Form, (3) Swim Permission Form & Ability Level Questionnaire Form, and (4) Field Trip Permission Form.

### **PROGRAM HOURS OF OPERATION & DETAILS**

**Full Day Camp:** Monday - Friday, 9:00 am - 4:00 pm

**Extended care hours:** morning, 7:30 am - 9:00 am, and evening, 4:00 pm to 6:00 pm. Extended care hours are included in camp fee, but if your child is not picked up by 6:00 pm, you will be charged an **extra \$5** for every 15 minutes past 6:00 pm.

### **CAMP WEEKS:**

**Week 1:** June 18 - 22, **Week 2:** June 25-29, **Week 3:** July 2-6, **Week 4:** July 9-13, **Week 5:** July 16-20, **Week 6:** July 23-27, and **Week 7:** July 30- August 03.

### **CAMP LOCATIONS:**

**Mondays & Wednesdays:** Community and Cultural Center (CCC), 17000 Monterey Rd.  
Phone #: 408-782-0008 or 782-0162.

**Tuesdays:** Aquatics Center (AC), 16200 Condit Rd., (between Dunne Av. & Tennant Av.)  
Phone #: (408) 782-2134.

**Thursdays:** Centennial Recreation Center (CRC), 171 West Edmundson.  
Phone #: 408/782-2128.

**Fridays - Field Trips:** we will meet at the Morgan Hill Community Park on Friday, June 22, and for the rest of the field trips at the Community and Cultural Center (CCC), 17000 Monterey Rd. Field Trips departure time will be announced in the week schedule.

**Full Day Camp Fee:** \$ 229-Member (CRC) & resident, \$239-Member/ Non-resident/ Non-member & Resident, \$249-non-resident & non-member per camper per week. 10% discount for siblings.

**Age:** 4.5-11

### **CAMP FEE INCLUDES:**

Supplies and material for all games and activities, field trip transportation and admission fee for field trip destination, friendly, energetic and well trained recreation staff, who will provide a great day of fun activities.

### **BRING:**

A towel, proper swim attire, water shoes, sunscreen, a morning and afternoon snack, a sack lunch & water/drinks. Your child may bring an optional \$3.00 to the CCC& CRC, and \$5 to the AC only to spend at the sites' snack bar and vending machines. **Please take time to mark all personal belongings with your child's name.** The City of Morgan Hill is **NOT** responsible for lost/stolen items.

### **REGISTRATION PROCEDURES**

All participants **must have the following forms** (forms attached) completed and in the hands of the Camp Coordinator by the first Friday prior to the camps start date:

- a) **Emergency (Medical Release) & Allergies Information Form**
- b) **Drop-off/Pickup Authority Form**
- c) **Swim Permission Form & Ability Level Questionnaire Form**
- d) **Field Trip Permission Form**

### **PHONE CALLS**

If you need to contact staff regarding your child, please call the site during program hours at the number listed. **Mondays, Wednesdays & Fridays:** Community and Cultural Center (CCC), phone #: 408-782-0008 or 782-0162. **Tuesdays:** Aquatics Center (AC), phone #: 408-782-2134. **Thursdays:** Centennial Recreation Center (CRC), phone # 408-782-2128. If you have questions prior to the session starting date please call the Recreation Coordinator, Chiquy Mejía at 782-2128.

### **SIGN IN -OUTS AND RELEASING CHILDREN**

For your child's protection, we request that all Cool Kids participants are personally signed *IN* and *OUT* of the program each day by their parents or legal guardian. A sign in/out sheet will be kept by a recreation staff. Please do not drop them off at the street. Only those authorized by you in writing on the enclosed form will be permitted to pick up your child. **Any persons picking up a child should be prepared to show a valid form of identification and her/his name should be on the Drop-off/Pickup Authorization Form.** All requests for other dismissal procedures must be made in writing, in advance. Please let everyone on your list know they must show a Photo ID so they will be prepared. Also, please let us know of any volatile situations we should be aware of regarding people who are not allowed to pick up your child.

### **LATE FEES**

Our program ends each day at 6:00 pm. Please pick your child up by or before this time. **There will be a \$5.00 charge per every fifteen minutes after 6:00 pm.** Please phone the program site if you are going to be late. If we do not hear from you by 6:00 pm, we will attempt to contact individuals listed on the release form. If we haven't heard from you and were unable to reach your emergency contact, the Child Protective Services of the Police Department will be contacted for continued supervision after 6:15 pm.

### **CLOTHING**

We ask that all children wear closed-toe shoes with rubber soles and comfortable play clothes each day so they may participate in all of the activities. Please label all clothing, lunch boxes and backpacks with your child's name. On field trip days, please send a jacket /sweatshirt with your child. **We will give a t-shirt per participant for the entire 8 weeks.** We recommend that your child wear the Cool Kids t-shirt every day, but it is required on Fridays for the field trips only. This is to insure we can easily identify them and keep them safe, so please send them to program in appropriate attire on the days listed below under "Field Trips". Additional Cool Kids Summer Camp t-shirts are available for sale at the Community Center for \$10 each. We may have water activities everyday (check the weekly schedule of activities for details); your child will need a swimsuit, towel and sunscreen. **NO Sandals.** **We recommend your child wear water shoes, sunblock on a daily basis to avoid possible sunburns.** Children are not required to swim. (Swim permission form and ability level questionnaire attached) Please put all items in a backpack.

### **SNACKS AND ALLERGIES**

Please make sure your child is given breakfast each day prior to arriving at the program.

**Each child must bring their own lunch each day and a morning and afternoon snack.** Please let us know if your child has any dietary restrictions. Please fill out the Emergency Medical Release and Allergies Information Forms attached. For the safety of all participants please **DO NOT provide any food or snack that contains peanuts, milk, fish, eggs, soy & wheat ingredients.** There may not be microwaves or ovens on site, so please do not include snacks or lunches that require heating or preparation. If your child would like an additional snack, they may bring their own money to spend at the sites. We suggest \$3.00 per day at the CCC & CRC and \$5 at the Aquatics Center.

## MEDICATION DURING THE CAMP DAY



Do not send a sick child to camp. We will administer prescription medication that does not require refrigeration. Direction must be in writing from a parent indicating medication, dosage, quantity and time to administer prescribed or over the counter drugs. The medication must be in its original container with an unaltered label. Please give it to the Camp Coordinators with a completed, signed medication consent form (Emergency Medical Release & Allergies Information Form attached).

## ABSENCES, ATTENDANCE, AND ILLNESS

If your child will be absent, please notify the program site before 9:00 am (**Mondays, Wednesdays & Fridays:** Community and Cultural Center (CCC), phone #: 408-782-0008 or 782-0162. **Tuesdays:** Aquatics Center (AC), phone #: 408-782-2134, **Thursdays:** Centennial Recreation Center (CRC), phone # 408-782-2128, so that we will know not to expect him/her. Recreation Staff will **not** call to check on children who do not arrive at the program. **There will be no refunds or substitutions for missed days due to illness or other reasons.** **Absences due to illness will be evaluated on a case by case basis.** For your child's safety and to protect other children, please do not send your child to camp if he/she is ill. If your child becomes ill at the program site, we will notify you or if we can't reach you we will contact your emergency contact, to come and take the child home. Children must be picked up if any of the following conditions are observed or suspected by staff:

1. Oral or forehead temperature over 100 degrees F.
2. If the child suffers a severe blow to the head.
3. Shows symptoms of having a communicable or infectious disease (lice, chicken pox, measles, mumps, etc.) **Please notify the site or off-site supervisor if your child is diagnosed with a communicable or an infectious disease.**
4. Vomiting or diarrhea (within last 24 hours)
5. Injury which may require medical attention.

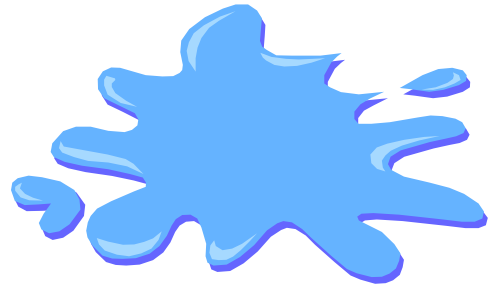
Any minor injury (scrape, bump, etc.) will be handled at the site and you will be informed of the incident when you arrive to pick up your child. If your child has an injury requiring emergency medical action, it will be provided immediately and you will be notified as soon as possible. If this situation arises, and we cannot reach you, we will need permission to provide medical care. For this reason please complete the enclosed Medical Release Form. **Please remember to update your child's Emergency/Attendance Information if there are any changes during the summer.**

## **DISCIPLINE AND RULES**

We strive to maintain consistent disciplinary procedures at all Cool Kids Summer Camp Programs. In the event of a behavioral problem, staff members will first discuss the situation with the child and determine corrective action. Continued instances of disruptive behavior may require a more formal discussion with a parent. We reserve the right to discontinue participation by any child due to behavioral problems. Please take time to discuss these rules with your child as well as familiarize yourself with them before they attend this program

### **Program Rules:**

1. **NO** Fighting
2. **NO** Hitting
3. **NO** Pushing
4. **NO** Teasing
5. **NO** Put downs
6. **NO** Name calling
7. **NO** Toys brought from home such as army man, balls, gameboys, etc.
8. **NO** Throwing of stones or other objects.
9. **OBEY** and **RESPECT** Recreation Staff, participants and their property.
10. **Respect** all equipment
11. **Walk** when indoors
12. **Keep** your body parts to yourself
13. **Use** appropriate language
14. **Be** honest
15. **Stay** with the group/ **No leaving** the group for any reasons
16. **Respect** the environment. Put trash in garbage cans in garbage dispensers.
17. If you take things out, put them back when you are finished/ **Help to clean up**
18. **Please keep jewelry or any valuables, trading cards, toys, electronics such as: portable walkmans, Discman players, gameboys, etc., at home.**



Additional rules specific to each site may be added to this list. Rules and expectations of behavior will be discussed with the group at the beginning of each session. There will be NO refunds if your child is suspended or expelled from the program.



### **AT THE AQUATICS CENTER**

Flotation devices are not allowed, but lifejackets will be available on a first come first served basis for use in the instructional & recreational pool only. Lifeguards will be provided to supervise all water activity. Swim test will be provided by the Aquatics Lifeguards for the Competition Pool only. All swimmers in the competition pool must be at least 9 years of age or older and have passed the swim test. Swimmers under the age of 9 must be able to pass the swim test with a proficient skill. See definition below. When a child passes the swim test, they will receive a bracelet that allows them to use the Competition Pool. Children using the Recreation Pool, the Instructional Pool, or the Water Slide DO NOT need to take the swim test.

### **POOLS INFORMATION**

**Recreation Pool & Slide Catch area:** Depth: 0 - 3  $\frac{1}{2}$  ft.

**Instructional Pool:** Length: 25 yards Depth: 3  $\frac{1}{2}$  - 4  $\frac{1}{2}$  ft.

**Competition Pool:** Length: 50m x 25m Depth: 6  $\frac{1}{2}$  to 13 ft.

**Water slides:** children need to be 48 inches or taller to ride the large slides.

Pool rules are posted in the Aquatic Center building near the pools. The recreation leaders will go over the rules with the children before they get in the pool.

### **CENTENNIAL RECREATION CENTER (CRC)**

Participants will have the opportunity to use the following area during the day: gym, party room, teen center and the indoor pool. In the afternoon the participant will be taken to the Community Park for outdoor activities (depends of weather conditions)

### **CRC, GYM**

Participant should wear tennis shoes. No hard sole shoes or sandals are recommended.

### **CRC, INDOOR POOL INFORMATION**

Flotation devices are not allowed, but lifejackets will be available on a first come first served basis. Lifeguards will be provided to supervise all water activity. No swimming test is required by the participants. **Recreation Pool & Slide Catch area:** Depth: 0 - 5  $\frac{1}{2}$  ft. **Water slides:** children need to be 48 inches or taller to ride the large slide. Pool rules are posted near the pool. The recreation leaders will go over the rules with the children before they get in the pool.



## **FIELD TRIPS**

Weekly trips are listed below. Specific site activity calendars describe daily activities and will be available from the staff on your site by week. Below are the field trips as currently scheduled. These trips and events are all scheduled on Fridays. Additional local trips may be added to the schedule. **Children are required to wear their camp t-shirts on field trip days. This is to insure we can easily identify them and keep them safe, please send them to camp in appropriate attire on those days.** Transportation for these activities may be provided by Morgan Hill Unified School Transportation.



### **CAMP WEEKS:**

June 18 - 22  
Jun 25 - 29  
July 2 - 6  
July 9 - 13  
July 16 - 20  
July 23 - 27  
July 30 - Aug 3

### **FIELD TRIPS:**

Friday, June 22<sup>nd</sup>  
Friday, June 29<sup>th</sup>  
Friday, July 6<sup>th</sup>  
Friday, July 13<sup>th</sup>  
Friday, July 20<sup>th</sup>  
Friday, July 27<sup>th</sup>  
Friday, Aug 3<sup>rd</sup>

### **FIELD TRIPS LOCATION:**

Morgan Hill Community Park  
San Jose Golfland  
Morgan Hill Bowl  
Santa Cruz Boardwalk  
Oakland Zoo  
San Jose Skate  
Community Center  
Aquatics Center

## **ABOUT OUR CAMP STAFF**

Our staff is finger printed, drug and TB tested. Most of our staff is trained in CPR and First Aid. They are energetic and love working with children. They have participated in mandatory training, including camp safety, behavior guidance, asset development, child abuse prevention, positive discipline and program leadership. Ratio 1:8 at the local sites and 1:4 to 1:6 for field trips.

## **MOST OFTEN ASKED QUESTIONS**

### **MAY I HIRE THE CITY OF MORGAN HIL RECREATION STAFF TO BABYSIT FOR MY CHILDREN?**

Our program policy requires that we are not to allow our staff to baby sit for families involved in the Cool Kids Summer Camp Program while they are employed by the City of Morgan Hill for the summer. Please make it easy for them by respecting this requirement.

### **HOW CAN I SIGN UP MY CHILD FOR CAMP?**

You may sign-up for as many weeks as you wish, but you **must register at least 2 week prior** to the camp's start date. You have options! You may sign up in person at the Morgan Hill Community and Cultural Center (CCC), Centennial Recreation Center (CRC) and the Aquatics Center (AC), mail or fax your completed registration form to the CCC at 408-779-5450 or sign up online [www.active.com/browse/morganhill](http://www.active.com/browse/morganhill)

## REFUNDS

- If you provide a written request to withdraw 7 days prior to the start date, a refund will be granted, less a \$10 processing fee. When the program begins we are unable to refund any portion of your fee. A full refund is granted if the program is canceled by Morgan Hill Recreation Division. A \$17 fee will be charged on all returned checks.
- There will be **NO** refunds or substitutions for missed days due to illness or other reasons.
- There will be **NO** refunds if your child is suspended or expelled from the program.
- There will be **NO** refunds for any participants who dropped out of the program for any reason or circumstance.

## QUESTIONS AND CONCERNS

Our Recreation Leaders and off-site Supervisors are readily available to discuss questions or concerns with you. We ask that you first talk with the Camp Coordinators at your child's program location. If additional clarification is needed, the Recreation Leaders can refer you to their off-site Recreation Coordinator. Communication with you is the key to our ability to meet your child's needs and provide an outstanding summer program. We always encourage parents to share with us any feedback they have about the program. Please let us know what's going well and what we could improve on. Please make sure to submit the Cool Kids Evaluation Form to the camp counselors at the end of each camp week. All personal information shared with Camp personnel will be kept confidential. We look forward to a great summer with you and your child!

Sincerely,

**Chiquy Mejia**

Recreation Coordinator, Community & Cultural Center  
408-782-0008

**Therese Lugger**

Recreation Supervisor, Community & Cultural Center  
408-782-0008

**Angel Papp**

Recreation Supervisor, Aquatics Center  
408-782-2134

**Chris Ghione**

Recreation Supervisor, Centennial Recreation Center  
408-782-2128

